



Student Assistants for Strategic Sourcing, IT Procurement

Are you at the beginning of your master's degree and looking for a student position where you will gain practical experience with procurement, sourcing, contracts, and stakeholder management in a large international organisation?

We are looking for **two Student Assistants** to join our **Strategic Sourcing team**, supporting procurement and category management activities across our organisation.

This is an opportunity to work alongside experienced procurement professionals, gain exposure to strategic sourcing activities, and develop practical skills that are highly relevant for a future career within procurement, contract management, legal, consultancy, or commercial management.

What you will be doing

You will support our Procurement and Category Managers with a variety of operational and administrative activities, including:

- Data registration and maintenance in procurement systems
- Quality assurance of sourcing and contract documentation
- Preparation of documents for review and signature
- Market and supplier benchmarking activities
- Collection, consolidation, and analysis of procurement data
- Coordination and follow-up on procurement activities and stakeholder requests

As you grow into the role, you will also be expected to independently manage low-complexity IT contracts from initial request through negotiation, stakeholder alignment, and signature, with support and coaching from experienced

colleagues.

What we are looking for

We imagine that you:

- Are currently studying for a relevant master's degree
- Ideally have recently started your **cand.merc.jur.** studies (first year preferred), although students from other relevant programmes are also welcome to apply
- Have strong attention to detail and enjoy working with data and documentation
- Are structured, reliable, and able to manage multiple tasks simultaneously
- Have strong written and verbal communication skills in English
- Have a positive and proactive mindset and are willing to learn

Most importantly, you are curious, willing to be accountable, and motivated by working in a collaborative environment where you can develop professionally.

What we offer

You will join a Strategic Sourcing team that thrives in a dynamic environment. While we work with challenging goals, we also place great value on teamwork, humor, mutual respect, and maintaining a positive atmosphere.

You can expect:

- Exposure to strategic sourcing and procurement
- Practical experience with commercial and contractual processes
- Opportunities to work with stakeholders across the organization
- Significant responsibility and room for personal development
- Close collaboration with experienced procurement professionals
- A supportive team culture where learning and knowledge sharing are an integral part of daily work

This position offers a unique opportunity to build relevant commercial, legal, and procurement capabilities while learning directly from senior specialists and leaders within the field.

Interested?

We review applications on an ongoing basis and encourage you to apply as soon as possible.

We look forward to hearing from you.

Please contact Anne Jun Kristensen via ankris@danskebank.dk if you have questions.

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Danske Bank

Ansøgningsfrist

Løbende jobsamtaler

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